

26 October 1976

MEMORANDUM FOR: Director of Training STATINTL  
FROM : [REDACTED]  
Chief, Functional Training Division  
SUBJECT : Agenda Items for Meetings with Senior Training  
Officers

1. FTD would like to put the following items on the agenda of upcoming meetings with Senior Training Officers.

a. A briefing and discussion with the STOs of the possible add-on to the Management Seminar of instruction in information science, comparable either to Managers I or II (10 November meeting).

b. A briefing of STOs on proposed changes in the format of the records management training now being given by MATB (10 November meeting).

c. A briefing of STOs on proposed leadership development training, including the CCL in-house program and the Levinson Seminar (8 December meeting).

2. Please inform me if these items are to be placed on the agenda of either of the two proposed meetings.

[REDACTED] STATINTL

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<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	EO/OTR	27 OCT 1976			
2	DDTR	27 OCT 1976			
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> 1 to 2+3 - sounds OK to me - how about gaster? 					
<b>FOLD HERE TO RETURN TO SENDER</b>					
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C/FTD				10/26/76	
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